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Memos for the Record

DD/S&T 0567-64

17 February 1964

MEMORANDUM FOR THE RECORD

SUBJECT: DD/P - DD/S&T Meeting, 13 February 1964

25X1A 1. A representative of each Office in DD/S&T was invited to attend a special meeting in the DD/S&T Conference Room, 3E13, Headquarters. The principle speakers were [] and two of his assistants from []

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2. The purpose of the gathering was to outline standard operating procedures in obtaining Cryptonyms, Pseudonyms, and Aliases (reference HR 10-51). The following points were discussed briefly:

- a. Establishing a central point in each Office where requests to RID/SD/DD/P would originate. (More on this later.)
- b. Providing the C/AS/DD/S&T information on all such actions. (Office designee)
- c. Notifying DD/P of transfer of personnel among Directorates concerned in order to maintain accurate records.
- d. Submitting periodic up-to-date lists to DD/P through C/AS/DD/S&T.
- e. Setting up a recording system similar to that of RID/SD/DD/P. (To be arranged.)

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[]
Chief, Administrative Staff
DD/S&T

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GROUP 1
Excluded from automatic
downgrading and
declassification